

Carlsbad City Library Computer Classes



November 2011

Library Learning Center

Wednesday, November 2	Internet Basics	2-2:50 pm
Tuesday, November 8	Social Networking	1-2:20 pm
Wednesday, November 9	Internet Basics	2-2:50 pm
Wednesday, November 9	E-mail Basics	3-4:30 pm
Wednesday, November 16	Internet Basics	2-2:50 pm
Tuesday, November 22	Resume Writing	1-2:20 pm
Wednesday, November 23	NO CLASSES	
Wednesday, November 23	Happy Thanksgiving !	

Library Learning Center • 3368 Eureka Place • Carlsbad CA 92008
Call 760-434-2871 or 760-931-4500 to register for a class.

Dove Library

Tuesday, November 1	Internet Basics	9-10:00 am
Wednesday, November 9	Internet Searching	9-10:30 am
Thursday, November 10	MS Office Basics	9-10:00 am
Monday, November 14	Job Applications	9-10:00 am
Wednesday, November 16	E-mail Basics	9-10:00am
Tuesday, November 22	Beginning Word	9-10:30 am

Dove Library • 1775 Dove Lane • Carlsbad CA 92011
Call 760-602-2039 to register for a class.

Learn to Use a Computer @ Your Library



www.carlsbadlibrary.org

Beginning Word

In this workshop you will be creating and editing new documents. Learn how to change font style and size; center, bold and underline; copy, move and delete text; bullets and numbers; spell check and print documents. Basic computer skills required.

E-mail Basics

Set-up a free e-mail account . Start sending messages to friends and family immediately. Practice signing in and out of your new e-mail and get your questions answered. Basic Internet knowledge is required for this class.

Internet Basics

The Internet is easier than you think. Join us for a fun and informal introduction to the Internet and start exploring the World Wide Web. This hands-on class is designed for those who have little or no Internet experience.

Internet Searching

Discover search engines. Tour a variety of interesting and informative websites. Learn great search strategies and time-saving tips and tricks for online research. This class is designed for those who have basic Internet experience.

Internet Tips & Tricks

Learn how to save, print, copy and paste from the Internet. Use tabs, history and favorites. Get maps, play videos and shop online.

MS Office Basics

Learn how to move files, delete files, highlight, copy and paste, and navigate through programs. We will briefly explore MS Word, PowerPoint, Excel and Internet Explorer.

Tutors at Dove Library

Get one-on-one help with e-mail, Internet, MS Word and/or MS Office with a volunteer computer tutor. The tutor can also cover the same material that we cover in classes. Call 760-602-2039 to make an appointment.

Online Job Applications

Go through the process of filling out an online job application. Bring your current resumes & information to complete the online forms.

Social Networking

Connect with family & friends both near and far, find new friends & old friends and promote your business or brand with FACEBOOK. Learn how to share your stories, images, video and more. Internet experience needed.

